

{Agency Letterhead}

«AddressBlock»

{Today's Date}

Andrea P. Hubbard, Director
Office of State Uniform Payroll
P O Box 94095
Baton Rouge, LA 70802-9095

I, _____, Undersecretary of
_____, personnel area
#_____, do hereby attest that the attached list represents overpayments of wages paid
to employees while employed with our agency that have been researched, found to be
accurate, and all attempts to recoup directly from the former employee have been
exhausted. These are now considered authenticated and delinquent. I understand that
these claims will be forwarded to the Department of Revenue Office of Debt Recovery
(ODR) by the Office of State Uniform Payroll (OSUP) to attempt collection.

Sincerely,
